

Workplace Alaska

Class Specification Information Technology Planner

Created:
10/08/2004 by Keith Murry
Finalized on:

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Approved by:

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Class Status: Active

Category: Professional
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Class Title: Information Technology Planner
Use MJR Form: Standard

Original Comments:
Establish new job class.

Subsequent Revision Dates/Comments:
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9199 **Census:** 02

Last Update Comments:

Definition:

Under general direction, the Information Technology Planner develops, maintains, and implements the Statewide Information Technology Master Plan in support of the Enterprise Investment Board. This position integrates individual agency capital projects and strategic plans to achieve effective, efficient data processing, while providing inter-agency compatibility with existing architecture and infrastructure.

Distinguishing Characteristics:

The Information Technology Planner is a single position job class assigned a variety of professional-level planning duties that require considerable discretion and independent judgment to interpret and apply diverse and seemingly unrelated processes and methods to develop a unified approach to statewide information technology (IT) activities. Work intermittently involves in-depth analysis of IT issues. Assignments are given in the broadest possible terms and evaluated when completed.

The incumbent produces planning reports and policy proposals that are usually accepted with little or no modification. Final approval comes from the Enterprise Investment Board (EIB). The Board is comprised of the Commissioner of Administration, Chief of Staff, Director of the Office of Management and Budget, Chair of the Administrative Services Directors' Committee, and the Chair of the Technology Management Council. Assignments require frequent contact with professional staff and upper level management to gather information for policy formulation and long range planning. Projects are typically complicated by their scope, affecting or strongly influencing all agencies of the executive branch.

The Information Technology Planner is distinguished from other job classes performing planning by the Information Technology Planner's broad knowledge of the IT field and the position's multi-department influence. Preparing a master plan for statewide IT services requires a solid understanding of computing architecture and infrastructure. This position assesses computer professionals' technological needs and develops suitable solutions.

The Information Technology Planner is distinguished from computer professionals (such as Analyst/Programmers, Database Specialists, Data Processing Managers, or Telecommunications Specialists) by the Information Technology Planner's focus on capital and strategic planning, resource management, and workforce management rather than performing line functions, as do computer professionals.

The Information Technology Planner is distinguished from Administrative Managers by the Information Technology Planner's statewide focus on data processing needs and issues for all agencies of Alaska's Executive Branch rather than focusing on a broad range of administrative programs and activities for a single agency, division, or department.

Examples of Duties:

Develop and maintain a unified strategic plan for integrated Executive Branch data processing programs.

Provide guidance for IT capital plan development to state agencies.

Coordinate infrastructure development among agencies with related interests to achieve synergies whenever possible.

Assess and develop policies needed to govern the State's data processing activities.

Provide policy guidance to IT management, staff, and customers.

Identify and address IT workforce planning and management issues, such as recruitment, retention, and training.

Develop, implement, and ensure compliance with the plans, policies, standards, infrastructures, and architectures that establish the framework for the management of all IT programs.

Coordinate budget development for IT units statewide.

Coordinate the annual IT plan for the Enterprise Technology Services section of the Department of Administration.

Knowledge, Skills and Abilities:

Considerable knowledge of strategic and capital planning principles and methods.

Considerable knowledge of performance measurement tools.

Working knowledge of enterprise IT goals and objectives.

Working knowledge of the state budget development process.

Working knowledge of management principles sufficient to participate in developing IT goals, objectives, plans, and policies.

Working knowledge of the planning processes needed to support policy formulation within state government.

Working knowledge of management program plans, policies, and standards.

Working knowledge of the methods and approaches for sharing information through the use of IT assets.

Working knowledge of the broad span of IT architecture.

Skill in applying IT metrics, methods, and concepts.

Skill in oral and written communication.

Skill in conflict resolution.

Ability to develop management plans, policies, and standards.

Ability to build cooperative relationships among individuals with competing interests.

Ability to ensure timely advancement for projects and initiatives.

Minimum Qualifications:

A bachelor's degree from an accredited college.

AND

Three years of professional experience in planning, project management, system integration, computer system analysis, professional level IT management or IT budgeting. One year of this experience must have predominately involved defining projects or plan objectives, establishing policies and methodology to be used in reaching objectives, gathering information and determining its relevance and validity, and presenting the resulting recommendations, forecasts, or conclusions to senior managers and executives.

Substitution:

A master's degree from an accredited college in information technology, management information systems, business administration, public administration, or planning will substitute for two years of the required experience. There is no substitution for the specific year of experience.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have a bachelor's degree from an accredited college?

AND

Do you have three years of professional experience in planning, project management, system integration, computer system analysis, professional level IT management or IT budgeting?

AND

Does at least one year of the experience predominately involve defining projects or plan objectives, establishing policies and methodology to be used in reaching objectives, gathering information and determining its relevance and validity, and presenting the resulting recommendations, forecasts, or conclusions to senior managers and executives?

Or Substitution:

Do you have a master's degree from an accredited college in information technology, management information systems, business administration, public administration, or planning?

AND

Do you have one year of professional experience in planning, project management, system integration, computer system analysis, professional level IT management or IT budgeting that predominately involved defining projects or plan objectives, establishing policies and methodology to be used in reaching objectives, gathering information and determining its relevance and validity, and presenting the resulting recommendations, forecasts, or conclusions to senior managers and executives?